

ADOPTION SPECIALIST OPENING

BERRIEN COUNTY TRIAL COURT – FAMILY DIVISION
811 Port Street, St. Joseph MI 49085

GENERAL SUMMARY

Appointed by the Chief Judge and Presiding Judge of the Family Division, and under the Judge's and the Family Division Administrator's supervision, the Adoption Specialist is responsible for reviewing and processing all adoption petitions and all other matters relating thereto in compliance with statutory requirements and Court rules. The Adoption Specialist coordinates the scheduling of Court hearings to effectively utilize the Court's time and to allow for the timely movement of cases. Further, the Adoption Specialist interviews petitioners, receives and reviews petitions to assure documents are in compliance with statutory requirements and Court rules. Prepares, reviews and processes orders and related documentation pertaining to adoptions. Monitors collection of required fees for adoption procedures in compliance with statutory requirements and in accordance with Probate receipting procedures. Assures daily contact with community agencies, attorneys, social workers, psychiatrists, physicians, confidential intermediaries and the general public. Accurately supplies information to petitioners regarding adoptions. Conducts all adoption investigations. Processes requests for identifying/non-identifying information and data on past secret marriages.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

A Bachelors Degree in Criminal Justice, Social Work, Criminology or related fields and two years of experience as a full time professional staff in a Court or other similar agencies; particularly, in the areas of adoptions.

GRADE 8/ NON-UNION

PAY RANGE - \$34,316 - \$45,987

Posting until job position is filled

Please check Berrien County Website – www.berriencounty.org for access to job application and job description.